

Project Engineer



Job Code: 1401
Grade: 130
Reports to: Engineering Services Director
Salary Range: \$51,350 - \$78,767
FLSA Status: Non-Exempt

GENERAL STATEMENT OF DUTIES

Performs responsible technical and professional level engineering work in connection with the management, coordination, planning, design, and construction of public works projects; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification applies professional engineering and managerial skills and knowledge to a variety of municipal public works projects. Work involves coordination with other departments, agencies, contractors, and the public sector as the City's representative. Assignments offer the opportunity for independent judgment in evaluating projects, preparing specifications, and planning work details. Work is performed under general supervision and is reviewed through observation of activities and results achieved.

ESSENTIAL FUNCTIONS

Evaluating, managing, coordinating, and inspecting the design and construction of public works projects; preparing specifications, drawings, and cost estimates.

EXAMPLES OF WORK

- Serves as project engineer and performs technical civil engineering tasks in the field and office.
- Manages and inspects project to ensure adherence to time, material, equipment, and design specifications.
- Assesses the condition of existing infrastructure to determine the need for repairs or replacement.
- Prepares specifications, drawings, and cost estimates.
- Coordinates bidding process for projects including development of bid specifications, advertisements, bid openings, and recommendations on bid proposals.
- Obtains quotations from contractors when bidding is not required.
- Acts as liaison between contractors and department on all project activities.
- Evaluates completed project specifications, recommends action to department director, and certifies final payment.
- Designs and details working drawings of general or specialized public works structures or components of structures.
- Assists in formulation of engineering standards and specifications and office policy; conducts engineering studies and makes recommendations.
- Receives, processes, and reports to citizen service requests, inquiries, and complaints.
- Assists with and participates in the development of new public works programs and services.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the principles, practices, and techniques of modern civil engineering. Thorough knowledge of road construction and storm drain construction practices. Considerable knowledge of advanced mathematics through trigonometry and its application to field surveying and engineering computations. Ability to plan and design difficult engineering projects. Ability to plan projects, make

accurate estimates, and inspect work for compliance with plans, specifications, and regulatory codes. Ability to establish and maintain effective working relationships with officials, contractors, engineers, employees, and others and deal with public relations problems effectively, courteously, and tactfully.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's degree in Civil Engineering or related field of study. At least three years of professional level engineering work; or any equivalent combination of education, training, and experience.

WORK CONDITIONS

- Sedentary work requiring the exertion of 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.
- Work requires climbing, stooping, reaching, standing, walking, pushing, pulling, lifting, fingering, and grasping.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions, noise, and hazards.

SPECIAL REQUIREMENTS

- Possession of an appropriate driver's license valid in the State of Maryland.
- An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.